

ACTION Network IT Solutions

42 Midyat ct. Eastern Passage, Nova Scotia, B3G 0E7 | (902)483-3366 | letushelpyou@actionitsolutions.com

Description:

This 40 hour course will explore features inside MS Excel that are overlooked or under-utilized by many NS businesses. The components of training can be broken into the following topic areas.

- Navigating Excel
- Formatting Spreadsheets
- Formula Creation
- Vlookup
- Filtering
- Effective Workspace
- Printing Solutions
- Essential Business Tool and Tips

This course is designed to make participants more productive with their Excel usage and more confident with finding necessary shortcuts to help eliminate repetitive tasks.

Learning Outcomes

At the completion of this workshop, participants will:

- Automate repetitive tasks
- Build and understand relative and absolute formulas
- Build complex formulas with Fx
- Use statistical and financial functions
- Trouble shoot printing dilemmas
- Understand essential keyboard and mouse shortcuts

Methods of Instruction

A variety of methods will be used, including but not limited to:

- short lectures
- demonstrations
- group work
- online and other research
- individual and group assignments
- individual and group projects

Tentative Schedule

Class	Subject/Topic/Description
Class 1	Navigating Excel, Formatting, Templates
Class 2	Printing, Filters, Conditional Formatting
Class 3	Data Validation, Simple Formulas
Class 4	Built-In Functions
Class 5	Freeze Panes, Review
Class 6	IF Statements, Nested IFs
Class 7	Vlookup
Class 8	Pivot Tables, Pivot Charts
Class 9	Mail Merge
Class 10	Wrap Up, Review and Celebrations